

**DUTY STATEMENT**  
**STATE TREASURER'S OFFICE**  
**Division: Executive Office**

<b>PART A</b>	
<b>Position No: 820-120-5601-002</b>	<b>Date: 12/07/15</b>
<b>Class: Information Officer I (Spec)</b>	<b>Name: Vacant</b>
<p>Under the general direction of the Communications Director, and the supervision of the Staff Services Manager I, independently performs complex program evaluation and development tasks; assists the Communications Director and the Staff Services Manager with a wide variety of high level administrative tasks; researches and analyzes facts on which decisions or recommendations may be based.</p>	
Percentage of time performing duties:	<b>ESSENTIAL FUNCTIONS</b>
40%	Assists in the planning, writing, editing and preparation of complicated informational material for dissemination through all major means of communication; disseminates such information material through appropriate channels. Acts as spokesperson for the agency before public groups, to the news media and to individuals who inquire regarding the activities of the State Treasurer's Office and the Boards, Commissions, and Authorities chaired by the Treasurer.
25%	Analyzes, researches and drafts speech facts, including demographic, economic and population statistics for advance briefings for the Treasurer's speaking engagements; acts as travel staff for the State Treasurer; initiates communication with all persons requesting to have the Treasurer speak; insures that the events for which the State Treasurer may engage in are consistent with the State Treasurer's Office policies and procedures; makes recommendations on all event requests; independently initiates editorial board meetings, targeting press and placing op-ed pieces at the direction of the Deputy Treasurer; facilitates and answers press inquiries by researching and analyzing data to disseminate accurate information, in a timely manner, consistent with the State Treasurer's policies and procedures.
20%	Assist executive staff on long and short-term promotional needs, prepare goals, and propose solutions to urgent information needs driven by events that impact the department. Work with Treasurer's Office Divisions staff on public information dissemination.
15%	Maintain contact with journalists from all types of media. Write and edit press releases. Research subjects related to Treasurer's Office activities and potential activities. Draft press releases, reports, memos, social media postings, web articles, talking points, speeches and other forms of communication.
<b>NON-ESSENTIAL FUNCTIONS</b>	

## PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

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<b>Class: Information Officer I (Spec)</b>			<b>Name: Vacant</b>		
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
<b>VISION:</b> Researches and reviews information; analyzes documents, writes memos & reports; compiles information.					X
<b>HEARING:</b> Communicates information to other entities; maintains ongoing communications;					X
<b>SPEAKING:</b> Same as Hearing above.					X
<b>WALKING:</b> Attends meetings.			X		
<b>SITTING:</b> Sits at desk; sits at meetings.					X
<b>STANDING:</b>		X			
<b>BALANCING:</b>	X				
<b>CONCENTRATING:</b> Researches, reviews and analyzes policy and programs; consults with department and authority officials; organizes projects.					X
<b>COMPREHENSION:</b> Same as Concentrating above.					X
<b>WORKING INDEPENDENTLY:</b> Performs responsibilities with little direction.					X
<b>LIFTING UP TO 10 LBS OCCASSIONALLY:</b>		X			
<b>LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY:</b>	X				
<b>LIFTING UP 20-50 LBS OCCASSIONALLY AND/OR 25-50 FREQUENTLY:</b>	X				
<b>FINGERING:</b> Uses computer keyboard.				X	
<b>REACHING:</b> Answers telephone.				X	
<b>CARRYING:</b> Paper, office supplies.		X			
<b>CLIMBING:</b>	X				
<b>BENDING AT WAIST:</b>	X				
<b>KNEELING:</b>	X				
<b>PUSHING OR PULLING:</b>	X				
<b>HANDLING:</b> Documents, papers, etc.					X
<b>DRIVING:</b>	X				
<b>OPERATING EQUIPMENT:</b> Computer, telephone, various office equipment.					X
<b>WORKING INDOORS:</b> Office environment.					X
<b>WORKING OUTDOORS:</b>	X				
<b>WORKING IN CONFINED SPACE:</b> Office environment.					X